Helpful Links:

http://my.umaine.edu  With this link advisors will be able to view photos of advisees and students in their classes, as well as other valuable resources at your fingertips.

http://umaine.edu/handbook/academics/

http://studentrecords.umaine.edu

Helpful Information:

Change of College/Major/Minor/Concentration form -
* if a student wants to transfer into one of SFA’s academic programs they need to contact the appropriate program coordinator to arrange for a meeting to get the form signed. The form is available at http://studentrecords.umaine.edu/forms/.
* if one of your advisees wants to transfer out of their academic program they should be encouraged to meet with someone in the department/school in which they’re interested in transferring to. Completion of the form and obtaining the necessary signatures can be done during that meeting.
* if a student wants to declare a minor in SFA the student should contact Mary Fernandez in 201A Rogers Hall.

Leave of Absence -
* student needs to contact Jessica Chadbourne in the Associate Dean's office. Her contact info is as follows: email via First Class, 581-3206 or Rm 100 Winslow Hall.

Withdrawing from the University -
* student needs to contact Patti Tewhey in the Associate Dean's office. Her contact info is as follows: email via First Class, 581-3225 or Rm 100 Winslow Hall.

Domestic Study Away -
* student needs to meet with the appropriate program coordinator to get this form approved. The form is available at http://studentrecords.umaine.edu/forms/.

Study Abroad -
* student can meet with Susan Landry in the Office of International Programs. Her contact info is as follows: 581-1509 or Rm 240 Estabrooke Hall). There are also Peer Advisors that are available for walk-ins M-F at 11:00 am to 3:00 pm and a reception line (581-3437) where messages can be left 24 hours/day. The student should allow at least a year for the planning process.

Course Registration –
* If students need assistance getting into a course that requires permission or over-enrollment students should follow the guidelines below.
1) Email the instructor of the course that they want permission to get into.

2) For AVS, FSN, and PSE courses, students should forward the "permission" email to Pat Stoddard (First Class) and for all other courses forward it to Jessica Chadbourne in the Associate Dean's office. Students need to include their MaineStreet ID, the course number, course section, and what type of override they need (e.g. permission, prerequisites). If it is an independent study course (e.g. AVS 368, FSN 397, PSE 305), students should specify how many credits they plan to take for the course.

Add/Drop -
* students can add courses to their semester class schedule the first week of classes only. They have the first two weeks of classes to drop a course and receive a full refund. These changes can be made via MaineStreet. After the first two weeks students need to fill out the Add/Drop form, get their advisor’s signature and bring it to Jessica Chadbourne in Rm 100 Winslow Hall. The form is available at http://studentrecords.umaine.edu/forms/.

Withdrawing from a course -
* The semester is divided into thirds; the 1st third a student can withdraw from a course without it showing on their transcript, the 2nd third a student receives a grade of W, which indicates withdrawal from the course and the student does not receive credit for the course on their transcript, and the 3rd third a student receives a failing grade (WF) on their transcript. The student will need to fill out the Add/Drop form, get their advisor’s signature and bring it to Jessica Chadbourne in Rm 100 Winslow Hall. The form is available at http://studentrecords.umaine.edu/forms/.

* Any requests from the Office of Student Records should be sent via First Class to osrrmsch. It's the quickest way to get a response.

For students who need help enrolling in the following courses, here are the contact people:

BIO 100, 200 or 208- Trish Costello in 100 Murray, 1-2540

CHY 121, 122, 123 or 124- Jean Desrochers, 156 Aubert Hall, 1-1169

BMB 207, 208, 209, 210, 221, 222, 322, 323- Doreen Sanborn, 117 Hitchner Hall, 1-2810

NUR 303- Pauline Wood, 129 Dunn Hall, 1-2594

For transfer students who do not have credit for ENG 101 but feel their writing skills are good, see Pat Burnes, 318 Neville Hall, 1-3856, for exam or to have requirement waived